

Statewide
STANDARD
P105-S105 Rev. 1.0

Effective Date: February 13, 2004

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A(13))) and adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a))))).

2. PURPOSE

To establish a standard format for Statewide IT Policies, Standards, and Procedures (PSP) under the Statewide PSP Program for the State of Arizona.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. STANDARD

A.R.S. § 41-3504 (A (1(a))) requires GITA to adopt standards related to information technology. The agency accomplishes this through the Statewide PSP program, in accordance with *Statewide Policy P105, Policies, Standards, and Procedures (PSP)*. This standard establishes the format for Statewide IT Policies, Standards, and Procedures under the Statewide PSP Program.

4.1. PSP DOCUMENT FORMAT DETAILS

- A. Document formats conforming to those identified in Attachments A, B and C, for policies, standards, and procedures are required for inclusion in the Statewide PSP Program.
- B. A title block shall appear at the top of Page One having the following sample form:

STATE of ARIZONA		
Government Information Technology Agency	Statewide POLICY P100	TITLE: <u>Information Technology</u> Effective Date: DRAFT

6.25 inches

1 inch

STATE of ARIZONA: Times New Roman, 12pt, bold, and capitalized;

Government Information Technology Agency: Times New Roman, 14pt;

Statewide: Times New Roman, 18pt, and bold;

POLICY, STANDARD, or PROCEDURE (as applicable): Times New Roman, 26pt, bold, and capitalized;

Document Identification Number, Revision Number: Times New Roman, 12pt, bold, and underlined;

TITLE: Times New Roman, 12pt, bold, and capitalized;

Name of PSP: Times New Roman, 12pt, bold, and underlined; and

Effective Date: Times New Roman, 12pt, and bold. If **DRAFT**, capitalize. Spell out the month (i.e., January) and use a four-digit year designation (i.e., 2000).

- C. Header shall be Times New Roman, 12pt, with the first line bolded. The header format shall follow the example below and appear on all pages subsequent to Page One:

Policy P100
Information Technology Policy

Effective: Draft
Page 2 of 2

- D. Level One headings shall be Times New Roman, 12pt, bold, and capitalized. PSPs shall include the following Level One headings:

1. **AUTHORITY:** A brief paragraph citing the language and Arizona Revised Statute providing the authority for implementation of the policy, standard, or procedure;
2. **PURPOSE:** Describes the purpose of the PSP;
3. **SCOPE:** Describes the scope of the policy and identifies those organizations and individuals (by title) which have responsibility for implementation of PSPs;
4. **POLICY, STANDARD, PROCEDURE** (as applicable): Descriptive summary statement of the PSP, followed by specific information.
 - a. Policy statements shall identify elements of direction and expectations.

- b. Standard statements shall identify the rule of what is to be measured or followed in carrying out a policy.
- c. Procedure statements shall identify a particular method of accomplishing the specified activity or how the policy should be carried out, e.g., a series of steps recommending occurrence in a particular order.
- 5. **DEFINITIONS AND ABBREVIATIONS:** Refer to the PSP Glossary of Terms located on the GITA website at http://www.gita.state.az.us/policies_standards/ for definitions and abbreviations;
- 6. **REFERENCES:** Lists references related to the content of the document as well as GITA's authority to issue the document;
- 7. **ATTACHMENTS:** Lists attachments behind identifying letters corresponding to their order of reference in the document or appearance. If there are no attachments, enter "None". The sub-heading shall provide the attachment title in New Times Roman, 12pt.
- E. Text within the body of the document will generally be Times New Roman, 12pt, and regular.

4.2. OPERATIVE WORDS

Operative words used in the Statewide PSP Program are as follow:

A. May	Identifies acceptable activities.
B. Shall	Identifies required activities. Directs that alternatives are not acceptable without formal approval of the State CIO.
C. Should	Identifies recommended, but not required, activities.
D. Will	Identifies anticipated activities.

4.3. DOCUMENT IDENTIFICATION NUMBERS

GITA controls the assignment of PSP Document Identification Numbers.

4.3.1 Each PSP document shall have a unique identification number assigned by the use of the PSP Database.

4.3.2 Unique Document Identification

Policy Number – Pn...n

Each policy will be assigned an available unique number not limited by a maximum of "999."

Standard Number -- Sn...n

Each standard will be assigned an available unique number, not limited by a maximum of "999," according to the policy number related to it. All standard document numbers shall be coupled with the appropriate policy document number as demonstrated in the examples, below.

Examples:

Statewide Policy P105, Policies, Standards, and Procedures (PSP).

Statewide Standard P105-S105, Policies, Standards, and Procedures (PSP).

Procedure Number -- Pn...n

Each procedure will be assigned an available unique number, not limited by a maximum of “999,” according to the standard number related to it. All procedure document numbers shall be coupled with the appropriate standard document number as demonstrated in the examples, below.

Examples:

Statewide Standard P105-S105, Policies, Standards, and Procedures (PSP).

Statewide Procedure S105-P105, Policies, Standards, and Procedures (PSP).

5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at http://www.gita.state.az.us/policies_standards for definitions and abbreviations.

6. REFERENCES

- 6.1 A. R. S. § 41-621 et seq., “Purchase of Insurance; coverage; limitations, exclusions; definitions.”
- 6.2 A. R. S. § 41-1335 ((A (6 & 7))), “State Agency Information.”
- 6.3 A. R. S. § 41-1339 (A), “Depository of State Archives.”
- 6.4 A. R. S. § 41-1346 (A), “Records Management Program.”
- 6.5 A. R. S. § 41-1461, “Definitions.”
- 6.6 A. R. S. § 41-1463, “Discrimination; unlawful practices; definition.”
- 6.7 A. R. S. § 41-1492 et seq., “Prohibition of Discrimination by Public Entities.”
- 6.8 A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
- 6.9 A. R. S. § 41-3501, “Definitions.”
- 6.10 A. R. S. § 41-3504, “Powers and Duties of the Agency.”
- 6.11 A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
- 6.12 A. R. S. § 44-7041, “Governmental Electronic Records.”
- 6.13 Arizona Administrative Code, Title 2, Chapter 7, “Department of Administration Finance Division, Purchasing Office.”
- 6.14 Arizona Administrative Code, Title 2, Chapter 10, “Department of Administration Risk Management Section.”
- 6.15 Arizona Administrative Code, Title 2, Chapter 18, “Government Information Technology Agency.”
- 6.16 Statewide Policy P100, Information Technology.

- 6.17 Statewide Policy P105, Policies, Standards, and Procedures (PSP).
- 6.18 Statewide Procedure S105-P105, Policies, Standards, and Procedures (PSP)
- 6.19 Internet Engineering Task Force (IETF) Request for Comment (RFC) 2026,
“Internet Standards Process.”

7. ATTACHMENTS

- Attachment A – Format for Statewide Policy Document
- Attachment B – Format for Statewide Standard Document
- Attachment C – Format for Statewide or GITA Internal Procedure Document

ATTACHMENT A. Format for Statewide Policy Document
STATE of ARIZONA

Government Information Technology Agency	Statewide POLICY Pn...n Rev n.n	TITLE: <u>Policy Name</u> Effective Date: month day, year
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1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))).

2. PURPOSE

The policy establishes the following:

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. POLICY

Summary policy statement identifying elements of direction and expectations.

5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at http://www.gita.state.az.us/policies_standards/ for definitions and abbreviations.

6. REFERENCES

- 6.1. A. R. S. § 41-3501, "Definitions."
- 6.2. A. R. S. § 41-3504, "Powers and Duties of the Agency."
- 6.3. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.4. Arizona Administrative Code, Title 2, Chapter 18.

7. ATTACHMENTS

None

ATTACHMENT B. Format for Statewide Standard Document
STATE of ARIZONA

Government Information Technology Agency	Statewide STANDARD Sn...n Rev r.r	TITLE: <u>Name of Standard</u> Effective Date: <u>month day, year</u>
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1. **AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))) and adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2. **PURPOSE**

The standard establishes that:

3. **SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. **STANDARD**

Summary standard statement including the rule of what is to be measured or followed in carrying out a policy.

5. **DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located on the GITA website at http://www.gita.state.az.us/policies_standards/ for definitions and abbreviations.

6. **REFERENCES**

- 6.1. A. R. S. § 41-3501, "Definitions".
- 6.2. A. R. S. § 41-3504, "Powers and Duties of the Agency".
- 6.3. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition".
- 6.4. Arizona Administrative Code, Title 2, Chapter 18.
- 6.5. Statewide Policy P100, Information Technology.

7. **ATTACHMENTS**

None

ATTACHMENT C. Format for Statewide or GITA Internal Procedure Document.
STATE of ARIZONA

Government Information Technology Agency	Internal	TITLE: <u>Name of Procedure</u>
	PROCEDURE	Effective Date: month day, year
Sn...n - Pn...n Rev r.r		

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))).

2. PURPOSE

This procedure will provide instructions to assist in the development of documents to be included in the Statewide Policies, Standards, and Procedures (PSP) Program.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches (A.R.S. § 41-3501(2)).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. PROCEDURE

Summary procedure statement including the particular method of accomplishing the specified activity of how the policy or standard should be carried out.

5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at http://www.gita.state.az.us/policies_standards/ for definitions and abbreviations.

6. REFERENCES

- 6.1. A. R. S. § 41-3501, "Definitions."
- 6.2. A. R. S. § 41-3504, "Powers and Duties of the Agency."
- 6.3. A. R. S. § 41-3521 "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.4. Arizona Administrative Code, Title 2, Chapter 18.
- 6.5. Statewide Policy P100, Information Technology.

7. ATTACHMENTS

None